



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERCG

15 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 14, Maintenance

1. References:

- a. AR 385-55, Prevention of Motor Vehicle Accidents, 12 March 1987, as supplemented.
- b. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 31 December 1993.
- c. AE 600-55, Driver and Operator-Standardization Program, 24 July 2003.
- d. DA Pam 738-750, Functional Users Manual for The Army Maintenance Management System (TAMMS), 1 August 1994.
- e. AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations, 1 July 1996, as supplemented.
- f. Memorandum, HQ, 21st Theater Support Command (TSC) AERGD-L, subject: Memorandum of Instruction – Standardized Equipment Marking (See G4 Homepage at www.21tsc.army.mil/aergd for the latest version).

2. I expect maintenance to be one of your top priorities. Your unit level maintenance program starts with the execution of an effective Preventive Maintenance Checks and Services (PMCS) program. All equipment, not just rolling stock, will be maintained to standard in accordance with (IAW) reference 1a. I am directing that the Chief of Staff and/or the Assistant Chief of Staff G4 chair a monthly Materiel Management Review (MMR). This monthly forum will analyze and find resolution to the 21st Theater Support Command's (TSC) readiness issues. I expect commanders at the highest level of the chain of command to insure the proper personnel are in attendance to deal with supply and maintenance issues at the MMR. Commanders and leaders at all levels will place special emphasis in the following maintenance areas:

- a. The operational readiness goal is 90 percent. Commanders should have maintenance plans in place that strive to meet that goal. Your Battlefield Operating System (BOS) fleets are of particular interest to me, these will be reported weekly. Any BOS assets failing the 90 percent goal will be immediately reported to the G4, Maintenance Chief.

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b. Equipment will be checked for safety IAW reference 1b during PMCS. Safety faults will be annotated on DA Form 2404 / DA Form 5988-E with status symbol "X". The item number will be circled only if the fault is identified as Non-Mission Capable (NMC) in the appropriate Technical Manual (TM) PMCS table.

c. Instill in your soldiers a sense of "Pride of Ownership" by marking your equipment IAW reference 1d. It is our 21st TSC standard!

d. Ensure appropriate maintenance personnel are properly trained in the Army Maintenance Management System (TAMMS) procedures and data is accurately entered into the Unit Level Logistics System – Ground (ULLS-G) IAW the ULLS-G End Users Manual. The ULLS-G system will be secured to prevent unauthorized access through the use of password controlled access rights.

e. Ensure that units' Army Oil Analysis Program (AOAP) is IAW reference 1a. Ensure delinquency rates do not exceed 5 percent, and strive for excellence below 2 percent. Ensure there are no delinquent resamples returned to the AOAP Lab.

f. The SAMS-2 Equipment Deadline Report, AHO-026, is the only report that will be used at maintenance meetings.

g. Ensure company commander's are aware of the status of their equipment at all times. Status of equipment deadlined over 30 days will be of special interest to the entire chain of command.

h. License soldiers/operators on the equipment they operate IAW AR 600-55 and USAREUR Supplement 1 to AR 600-55.

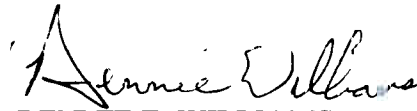
3. Recognize unit maintenance excellence through competition for awards such as the Army Award for Maintenance Excellence (AAME) and the Phoenix Award. Recognize personal excellence through unit level award programs. Examples include best operator, mechanic, motor sergeant, TAMMS clerk, Armorer, and Nuclear, Biological, and Chemical Room/supervisor of the quarter and year. I will recognize all brigade yearly winners at the annual HQ, 21st TSC AAME awards ceremony.

4. The point of contact is the G4, Chief, Maintenance Branch, 484-8105.

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5. FIRST IN SUPPORT!

A handwritten signature in black ink, appearing to read "Bennie E. Williams". The signature is fluid and cursive, with the first name "Bennie" being more prominent.

BENNIE E. WILLIAMS

Major General, USA

Commanding

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A (21st TSC Cir 25-30)